

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B97-65

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: INTERNET E-MAIL ADDRESSES

The Job Training Partnership Division (JTPD) recently identified a number of ways we could improve communications between JTPD and Service Delivery Areas (SDA) by using Internet e-mail. When new JTPD Directives, Information Bulletins or Disaster Alerts are published on the Employment and Training Community web page, we plan to send Internet e-mail notices to SDA administrators. Additionally, we will use Internet e-mail to let you know about upcoming meetings, Job Training Automation system problems, and other time sensitive information that is currently being faxed or mailed.

We are in the process of establishing and testing an SDA administrator Internet e-mail address list. This address list will be accessible to JTPD staff and others in the Employment Development Department (EDD), such as Workforce Development Branch and Job Service Division. If you prefer to have your Internet e-mail address unpublished, or wish to use a different address, please contact Maxine Wheeler at (916) 653-6206 by December 1, 1997, or send an e-mail to mwheeler@edd.ca.gov. If we do not receive a response by the specified date, we will release your e-mail address to all EDD staff.

Our intent is also to establish an e-mail address list for SDA Management Information System Supervisors and Fiscal Officers. Please provide this information to Maxine Wheeler at the phone number or e-mail address indicated above.

Thank you for your assistance. If you have any questions, please contact your program manager or Diana Samuels at (916) 657-4343.

/S/ BILL BURKE
Acting Assistant Deputy Director